

INFORMATION BULLETIN

WELFARE-TO-WORK

Employment Development Department

Number: WB98-10

Date: June 24, 1998

Expiration Date: 6/30/99
69:54:is

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: DRAFT PROPOSED WELFARE-TO-WORK (WtW) PARTICIPANT
REPORTING DATA ELEMENTS

At the June 5, 1998, Service Delivery Area (SDA) Quarterly Administrators' Meeting we discussed the status of participant reporting requirements for the WtW Program. Absent final guidance from the Department of Health and Human Services (DHHS) we agreed to release draft participant reporting requirements to you. The attached matrix is based on conference calls with DHHS and Department of Labor (DOL) reporting staff, unofficial guidance from DHHS, our analysis of WtW regulations, the DOL WtW federal financial report, and DOL WtW monitoring guidelines. This information has not been officially released by the DHHS. This information does not represent policy guidance, but provides information for local planning purposes.

We are aware of the urgent need for this information and will be forwarding updates to you in the future. The Job Training Partnership Division (JTPD) has begun designing forms to collect the information and is looking at enhancing the Job Training Automation (JTA) System. The attached data summary includes the Emergency Temporary Assistance for Needy Families (TANF) Report data elements. These elements may be required for WtW participants. We have not yet determined the most effective approach for collecting and reporting these data elements if they are required. The JTPD will be soliciting input from the WtW Advisory Group on these requirements. We also plan on involving the SDA Management Information System Operations and Oversight Committee in the WtW client forms and system design.

The attached matrix is a comprehensive list of the data elements identified from our analysis. It is separated into two parts: 1) Proposed Federal WtW Data Elements, and 2) Proposed State WtW Data Elements. Reporting requirements consist of both disaggregated (individual detail level) and aggregated (summary level) reports.

FEDERAL PROPOSED

The draft proposed federal WtW requirements include the following:

- **WtW Section 1 (Disaggregated)/Section 2 (Aggregated)**
For families participating in the WtW program, the state is required to submit data for WtW individuals and/or family members (disaggregated data) as well as aggregated data about the WtW participant and/or the family. These data are to be collected on a monthly basis and reported on a quarterly basis to DHHS.
- **WtW Section 3 Follow-up (Disaggregated)**
This report requires the state to submit follow-up data for families participating in the WtW program. These requirements are expected to change. Requirements for follow-up are still being discussed extensively at the federal level.
- **Emergency TANF Section 1 (Disaggregated)**
This report requires disaggregated data for families receiving assistance under the TANF program. Some data elements are specific to the family, others are specific to adult and child members of the family.
- **Emergency TANF Section 2 (Disaggregated)**
This section requires reporting disaggregated data for families no longer receiving assistance under the TANF program.
- **WtW Formula Grant Financial Status Report (Aggregated)**
The Office of Management and Budget approved WtW Formula Grant Cumulative Quarterly Financial Status Report includes some aggregated participant data items. This report is required quarterly by DOL.

STATE PROPOSED

The draft proposed state WtW requirements include additional items needed for eligibility, follow-up contact information, monitoring, and client status tracking. These items have been identified for discussion purposes and are subject to change.

If you have any questions concerning the data matrix, please contact Diana Samuels, Manager, Job Training Automation Customer Support Unit, at (916) 657-4343.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

Part 1: Proposed Federal Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
1. State FIPS Code	X	X	X	X	X	
2. County FIPS Code				X		
3. SDA/PIC Code	X					
4. Type of Grant (Grant Code)	X					X
5. Reporting Month	X	X		X	X	
6. Follow-up Month			X			X
7. Stratum	X			X	X	
8. Case Number – TANF	X		X	X	X	
9. Disposition	X			X	X	
10. Number of Family Members				X		
11. Type of Family for Work Participation				X		
12. Receives Subsidized Housing				X		
13. Receives Medical Assistance				X		
14. Amount of Food Stamp Assistance (Authorized \$ Amount)				X		
15. Amount of Subsidized Child Care (Authorized \$ Amount)				X		
16. Cash and Cash Equivalents Amount and # of Months				X		

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17. Work Subsidies Amount and # of Months				X		
18. TANF Child Care Amount and # of Months				X		
19. Other Amount and # of Months				X		
20. Amount of Reduction in TANF Assistance Due to Recoupment of Prior Overpayment				X		
21. Non-Custodial Parent Indicator		X				
22. Date of Birth (Adult and Child)				X		
23. Social Security Number (Adult and Child)	X		X			
24. Race (Adult and Child)				X		
25. Receives Federal Disability Insurance Benefits				X		
26. Marital Status				X		
27. Relationship to Head-of-Household (Adult and Child)				X		
28. Teen Parent with Child in the Family (Adult and Child)				X		
29. Highest Level of Education Attained (Adult and Child)				X		

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Draft Welfare-to-Work Data Report						
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30. Highest Degree Attained (Adult and Child)				X		
31. Citizenship/Alienage (Adult and Child)				X		
32. Type of Employment	X					X
33. Date of Entering Employment	X					
34. Average Hourly Wages	X					
35. Wage (Total Earnings for Reporting Month if Employed at Termination)	X					
36. Average Hours of Work	X					
37. Wage Subsidy	X					
38. Employment Status (Collected at Application and at Follow-up)			X	X		
39. Total Earnings			X			
40. Work Participation Status				X		
41. Unsubsidized Employment (Avg Hrs/Week)				X		
42. Subsidized Private Sector Employment (Avg Hrs/Week and Total \$)	X			X		

Part 1: Proposed Federal Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
43. Subsidized Public Sector Employment (Avg Hrs/Week and Total \$)	X			X		
44. Work Experience (Avg Hrs/Week and Total \$)	X			X		
45. On-the-Job Training (Avg Hrs/Week and Total \$)	X			X		
46. Job Search and Job Readiness Assistance (Avg Hrs/Week and Total \$)	X			X		
47. Community Service Programs (Avg Hrs/Week and Total \$)	X			X		
48. Job Placement Services (Total \$)	X					
49. Post-Employment Services (Total \$)	X					
50. Re-Employment Services (Total \$)	X					
51. Job Retention Services (Total \$)	X					
52. Supportive Services (Total \$)	X					
53. Vocational Education Training (Avg Hrs/Week)				X		
54. Job Skills Training Directly Related to Employment (Avg Hrs/Week)				X		

Part 1: Proposed Federal Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
55. Education Directly Related to Employment for Individuals with no High School Diploma or Equivalency (Avg. Hrs/Week)				X		
56. Satisfactory School Attendance for Individuals with no High School Diploma or Equivalency (Avg Hrs/Week)				X		
57. Providing Child Care Services to an Individual who is Participating in a Community Service Program (Avg Hrs/Week)				X		
58. Additional Work Activities Permitted under Waiver Demonstration (Avg Hrs/Week)				X		
59. Other Work Activities (Avg Hrs/Week)				X		
60. Earned Income (Total \$)				X		
61. Other Unearned Income (Total \$)				X		
62. Reason for Termination of Participation in WtW Activity	X	X				X
63. Reason For Closure		X			X	
64. Amount of Reduction in TANF Assistance Due to Sanctions				X		

Part 1: Proposed Federal Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
65. Reductions Other				X		
66. On Aid 30 or More Months	X					
67. Within 12 Months of Lifetime Limit on Aid	X					
68. Recipient Status	X					
69. Receive Assistance under State TANF Program as a Teen Parent	X					
70. Reading Test Grade	X					
71. Math Test Grade	X					
72. Substance Abuse	X					
73. Poor Work History	X					
74. Program Entry Date	X					X
75. Program Exit Date						X
76. Entry Status						X
77. Exit Status						X

Part 2: Proposed State Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
78. 10% Window						
79. Reached Federal Lifetime Limits						
80. School Dropout						
81. Teen Pregnancy						
82. Locally Defined Barrier						
83. Training Activity						
84. Supportive Services						
85. Received Assessment						
86. Months of Assistance at Entry						
87. Client Name						
88. Client Address (Street, CSZ)						
89. Client Phone						
90. Mailing Address (Street, CSZ)						
91. Message Phone						
92. Application Number						
93. Application Date						
94. Eligibility Codes						
95. Selective Service Status						

Part 2: Proposed State Welfare-to-Work Data Element

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Draft Welfare-to-Work Data Report						
Field Description	WtW Section 1 Disaggregated	WtW Section 2 Aggregated	WtW Section 3 Follow-up Disaggregated	Emergency TANF Section 1 Disaggregated	Emergency TANF Section 2 Disaggregated	WtW Formula Grant Financial Status Report Aggregated
96. Homeless						
97. Disabled						
98. Limited English Speaking Ability						
99. Employer Name/Address/Contact (At Enrollment)						
100. Employer Name/Address/Contact (At Application)						
101. Average Wage/Hour						
102. Last Period of Continuous Employment						
103. Long Term Welfare Recipient						
104. Gender						
105. Pregnant/Parent Teen						

Draft WtW Data Report

- WtW Section 1 = Disaggregated Data for Families Participating in the WtW Program
- WtW Section 2 = Aggregated Data for Families Participating in WtW Program
- WtW Section 3 = Disaggregated Follow-up Data for Families No Longer Participating in WtW Program
- Emergency TANF Section 1= Disaggregated Data for Families Receiving Assistance under TANF Program
- Emergency TANF Section 2 = Disaggregated Data for Families No Longer Receiving Assistance under TANF Program

WtW Formula Grant Cumulative Quarterly Financial Status Report